

PART 301-1—APPLICABILITY AND GENERAL RULES

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AUTHORITY: 5 U.S.C. 5707; 31 U.S.C. 1353; and 40 U.S.C. 486(c).

Subpart A—Authority, Applicability, and General Rules

§301-1.1 Authority.

This chapter is issued under the authority of 5 U.S.C. 5701-5709, 31 U.S.C. 1353, and 40 U.S.C. 486(c).

[FTR Amdt. 17, 56 FR 23654, May 23, 1991, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992]

§301-1.2 Applicability.

(a) This chapter applies to official travel of civilian employees of Government agencies, including civilian employees of the Department of Defense, as authorized under 5 U.S.C. 5701-5709, but excluding employees of the judicial branch of the Government.

(b) This chapter also applies to official travel of individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis and of individuals serving without pay or at \$1 a year. These individuals are not considered to

have a “permanent duty station” within the general meaning of that term; however, they may be allowed travel or transportation expenses under this chapter while traveling on official business for the Government away from their homes or regular places of business and while at places of Government employment or service. Maximum rates prescribed in this chapter are applicable except as provided in paragraph (c) of this section or unless a higher rate is specifically authorized in an appropriation or other statute.

(c) To the extent the Government has received payment, as defined in §304-1.2(c) of this subtitle, and except as provided in §304-1.7 of this subtitle, acceptance of such payment for, and reimbursement by an agency to, an employee (and/or the accompanying spouse of such employee when applicable) under part 304-1 of this subtitle are not subject to the maximum rates or transportation class of service limitations prescribed in this chapter for reimbursable travel expenses.

(d) This chapter also applies to travel by individuals being considered for employment to and from pre-employment interviews determined necessary by an agency.

[54 FR 20267, May 10, 1989, as amended at 56 FR 9878, Mar. 8, 1991; 56 FR 11304, Mar. 15, 1991. Redesignated and amended by FTR Amdt. 17, 56 FR 23654, May 23, 1991; FTR Amdt. 26, 57 FR 28633, June 26, 1992; 57 FR 53289, Nov. 9, 1992]

§301-1.3 General rules.

(a) *Employee’s obligation—(1) Prudent person rule.* An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this standard. Employees will be responsible for excess costs and any additional expenses incurred for personal preference or convenience.

(2) *Approved (firesafe) accommodation.* It is the policy of the Government, as reflected in the Hotel and Motel Fire Safety Act of 1990 (Pub. L. 101-391,